

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400035

PRINT DATE: 10/31/15

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

EMC SERVICES LLC
PO BOX 673

HANOVER, MD 21076
(443)463-7542

REFER QUESTIONS TO:

IRIS LESTER
(410)767-4612
IRIS.LESTER@MARYLAND.GOV

ITB:

EXPR DATE: 08/31/16
POST DATE: 08/20/15

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

VENDOR TELEPHONE NUMBER: (443) 463-7542 NATALIE THIBEAULT

STATEWIDE CONTRACT
FOR
ON-CALL VENDORS TO PROVIDE
CATERING SERVICES
FOR
STATE EMERGENCIES

ORIGINAL CONTRACT: 001B4400167

1ST RENEWAL: 001B5400124

2ND RENEWAL: 001B6400035

THIS IS SECOND OF FOUR (4) RENEWAL OPTIONS.

CONTRACT PERIOD: SEPTEMBER 1, 2015 THROUGH AUGUST 31, 2016 (1 YR)
WITH THE SAME TERMS, CONDITIONS AND PRICES.

RENEWAL OPTIONS AT THE DISCRETION OF THE STATE. BIDDERS SHALL
OFFER FIXED PRICES WITH ESCALATION PROVISIONS FOR THE FULL TERM OF
THE CONTRACT. (SEE PRICE ESCALATION PROVISION CLAUSE)

THE PURPOSE OF THIS CONTRACT IS TO SECURE A POOL OF "ON CALL"

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TERMS (cont'd):

CONTRACTORS READY TO SUPPLY CATERING SERVICES IMMEDIATELY FOR VARIOUS LOCATIONS IN THE STATE OF MARYLAND WHICH WERE AFFECTED BY SEVERE STORMS, TORNADOS, FLOODING, ETC. (EVENTS)

THIS BLANKET PURCHASE ORDER IS SUBJECT TO THE ATTACHED DETAILED SPECIFICATIONS AND TERMS AND CONDITIONS FOR CONTRACTS \$25,000 AND ABOVE.

THE AREAS TO BE INCLUDED AS PART OF THIS CONTRACT ARE BROKEN DOWN INTO FIVE (5) REGIONS LOCATED WITHIN THE STATE OF MARYLAND.

REGION A (WESTERN): GARRETT, ALLEGANY AND WASHINGTON COUNTIES

REGION B (CAPITAL) FREDERICK, MONTGOMERY AND PRINCE GEORGE'S COUNTIES

REGION C (CENTRAL) ANNE ARUNDEL, BALTIMORE, CARROLL, HARFORD AND HOWARD COUNTIES AND BALTIMORE CITY

REGION D (EASTERN SHORE): KENT, QUEEN ANNE'S, TALBOT, CAROLINE, CECIL, DORCHESTER, WORCHESTER AND SOMERSET COUNTIES

REGION E (SOUTHERN) CALVERT, CHARLES AND ST. MARY'S COUNTIES

PROCESSING FEE

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES

2.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER AND THE EMM ACCOUNTANT, AWAWU SALAKO, AT AWAWU.SALAKO@MARYLAND.GOV

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

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TERMS (cont'd):

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	96115	EA	18.9500		

CATERING SERVICE FOR BREAKFAST, VENDOR TO SUPPLY HOT MEAL INCLUDING EGGS, EITHER SAUSAGE, HAM, OR BACON), TOAST OR BAGEL, ORANGE JUICE, COFFEE, TEA AND ALL CONDIMENTS TO BE INCLUDED. VENDOR IS SUBMITTING PRICING FOR REGIONS A, C AND D.

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LINE #	STATE ITEM ID	U/M	UNIT COST		
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0002	96115	EA	12.9500		
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CATERING SERVICE FOR LUNCH, VENDOR TO SUPPLY COLD MEAL INCLUDING EITHER HAM, TURKEY, OR ROAST BEEF), CHEESE, BREAD OR ROLL, SODA, COFFEE, TEA AND ALL CONDIMENTS TO BE INCLUDED, ALL INCLUDE CHIPS OR COOKIES. VENDOR IS SUBMITTING PRICING FOR REGIONS A, C AND D.

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0003	96115	EA	19.9500		
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CATERING SERVICE FOR DINNER, VENDOR TO SUPPLY HOT MEAL INCLUDING BAKED CHICKEN OR FISH, POTATO, VEGETABLE, BREAD, SODA, COFFEE, TEA AND ALL CONDIMENTS TO BE INCLUDED. VENDOR IS SUBMITTING PRICING FOR REGIONS A, C, AND D.

..

END OF ITEM LIST

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WAS TO MULTIPLE VENDORS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BID. (BASIS FOR AWARD).

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, REYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

C O N T R A C T

AVAILABLE TO:	DESIGNATED AGENCY ONLY ()
	ALL STATE OF MARYLAND AGENCIES ()
	STATE AGENCIES AND POLITICAL SUBDIVISIONS (X)

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AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE